

Chapter 11 - Security Processing

Security processing allows DMB Office of Purchasing to define the parameters of ADPICS and the programs (screens) that are available to users. It also allows each user to be defined, based on a unique User ID. A user's access to ADPICS screens, and the functions that they are able to perform, is determined by their user security.

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11.1 SYSTEM SECURITY

System security defines ADPICS and how the system will be operated in Michigan. This includes the ADPICS programs (screens) that Michigan will use, as well as if/when they are available for use by users.

11.1.1 Change Parameters

This program is centrally controlled by DMB Office of Financial Management, and users do not have access.

Access the System Parameter Maintenance screen (PCHL7100), by pressing <F7> from the Main Menu (PCHL0000) and <F1> from the Systems Management Menu (PCHL7000).

The System Parameter Maintenance screen specifies how the ADPICS system will be operated. Once the information is initially loaded on this screen, it seldom changes. Complete data field descriptions can be found in the ADPICS Terminal Users Guide (6.7100), and on the Help Inquiry screen (see Section 2.4 Help Inquiry, for detailed instructions).

If it becomes necessary to change the data on this screen, overwrite the data to be changed, press <F10> to save the changes. Press <F10> again to verify the changes.

11.1.2 Activate Program

Programs (screens) that have been moved to the Production Region in an Inactive status (in the system but not yet available for use) must be activated (made available for use) before they can be accessed by users. Users who need access to the new program must have their program security updated. See Section 11.2.3 Add/Delete User Program Security.

Access the Program Identification Maintenance screen (PCHL5670), by pressing <F7> from the Main Menu (PCHL0000) and <F8> from the Systems Management Menu (PCHL7000).

Enter the following:

Program Number	Numeric portion of ADPICS screen number to be activated
Program Type	Appropriate program type code (L = On-line, R = Report, U = Utility, B = Batch) for entered Program Number

Press <ENTER> to view the record. Enter an 'A' in the Program Status field, and press <F10> to activate the program. Press <F10> again to verify the active status.

After activating a new screen, you must update User Program Security (PCHL7700) where necessary. See Section 11.2.3 Add/Delete User Program Security for complete instructions.

11.1.3 Inactivate Program

Once activated, programs are rarely inactivated. If it is necessary to inactivate a program, proceed as follows:

Access the Program Identification Maintenance screen (PCHL5670), by pressing <F7> from the Main Menu (PCHL0000) and <F8> from the Systems Management Menu (PCHL7000).

Enter the following:

Program Number	Numeric portion of ADPICS screen number for screen to be inactivated
Program Type	Appropriate program type code (L = On-line, R = Report, U = Utility, B = Batch) for entered Program Number

Press <ENTER> to view the record. Enter an 'I' in the Program Status field, and press <F10> to save the inactivation. Press <F10> again to verify the inactive status.

11.1.4 Delete a Program

Programs will only be deleted if the screen's functionality has been eliminated.

Access the Program Identification Maintenance screen (PCHL5670), by pressing <F7> from the Main Menu (PCHL0000) and <F8> from the Systems Management Menu (PCHL7000).

Enter the following:

Program Number	Numeric portion of ADPICS screen number to be deleted
Program Type	Appropriate program type code (L = On-line, R = Report, U = Utility, B = Batch) for entered Program Number

Press <ENTER> to view the record. Press <F3> to delete the program record, and press <F3> again to verify the deletion.

11.2 USER SECURITY

User security allows each user to be defined, based on a unique user ID. A user's access to ADPICS screens, and the functions that they are able to perform, is determined by their user security. Users will only be able to view screens that their program security allows them to view.

11.2.1 Add a New User

Completion of security forms may be required prior to entry of a security record in ADPICS. See the MAIN FACS Security Manual published by DMB Office of Financial Management. A MAIN FACS User ID must be assigned prior to adding a new user in ADPICS.

Access the Primary User Security screen (PCHL7600), by pressing <F7> from the Main Menu (PCHL0000) and <F5> from the Systems Management Menu (PCHL7000).

Data Entry Instructions:

User ID	Enter the MAIN FACS User ID
User Name	Enter the name of the user
Buyer ID	Enter the user's Buyer code, if applicable, which must exist on the Buyer Code Table (PCHL5700)
Phone No	Enter the user's area code and phone number
User Level	Enter the user's document approval level. Enter '000' if user is not in an approval path.
Terminal ID	Enter either the terminal ID that the user is authorized to use for ADPICS access, or enter ALL if they can access the system through any terminal
User Dept	Enter the user's ADPICS Department ID (must exist in the Department Table PCHL5970)
Mailbox Dept	Enter the department in which the user is permitted to view and approve/reject documents (must exist in the Department Table PCHL5970)

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PO Authorization Amount	Enter the maximum dollar amount for which the user may write purchase orders. If the user cannot write POs, enter '00.'
Department Authorization	Enter up to 10, eight character departments, for which the user has authority. If any part of a department number is entered followed by wildcard characters (i.e., 071*****), the user has access to all departments beginning with the entered digits. If '*****' is entered in the first department, the user has access to all departments.
Max Value Authorization	Enter the maximum dollar amount of the associated commodity group for which the user can purchase (see below)
Commodity Group	Enter the commodity IDs or groups of commodities that the user has Max Value Authorization. By entering a three character commodity ID followed by asterisks, all commodity IDs beginning with those characters will be included. To indicate authorization for all commodities, asterisks may be entered in the first field.

Then press <F10> to save the data. Press <F6> to access the Secondary User Security screen (PCHL7650), and enter the following data:

Change Buyer	Enter 'Y' if user is authorized to change the buyer on a posted requisition, or 'N' if user is not authorized
Change Vendor	Enter 'Y' if user is authorized to change the vendor on a posted requisition, or 'N' if user is not authorized
Interface Security Class	Enter up to five security class IDs (10, 20, 30, 40, 50), that determine which financial interface types the user can post to the financial system
Batch Job Information	Enter the account used in on-line job submissions, if the user submits jobs

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Printer Table	Enter the four character printer ID for each of the six document types. On-line prints will be routed to the indicated printer. Leave blank if the user cannot print the document.
Warehouse	Enter user's warehouse ID if needed
Warehouse Auth	Enter up to 10, three character warehouse IDs for which the user has authority to order from. If '****' is keyed into the first warehouse, the user can order from all warehouses. If left blank, the user cannot order from any warehouse.
Vendor Auth	Enter 'Y' if the user is authorized to change vendor information on the invoice, or 'N' if user is not authorized
Vendor Override Auth	Enter 'Y' if user is authorized to create a bid for a vendor that did not originally receive an Invitation to Bid, or 'N' if user is not authorized
Funds Override Auth	Enter 'Y' if user is authorized to post documents when R★STARS funds are not available, or 'N' if user is not authorized (controlled in R★STARS)
BPO Override Auth	Enter 'Y' if user may order a commodity on a requisition or direct purchase order release when the commodity is on a Blanket Purchase Order. Enter 'N' if user must order the commodity from the BPO.

Then press <F10> to save this data. <CLEAR> to the Primary User Security screen (PCHL7600).

Go to Section 11.2.2 to add user document type security. Without document type security, users will not be able to create or change documents.

11.2.2 Add User Document Type Security

Document type security establishes the document/document type combination(s) that the user has security to create.

NOTE: Primary User Security (PCHL7600) must be established before document type security can be added.

Access the Primary User Security screen (PCHL7600) by pressing <F7> from the Main Menu (PCHL0000) and <F5> from the Systems Management Menu (PCHL7000).

Enter the User ID of the user for which you want to add document type security, and press <ENTER> to retrieve the user's record.

Press <F7> to access the Document Types by User Security screen (PCHL7651).

Enter up to 14 Document and Document Type combinations that the user will have security to create, change, or cancel. See Document and Document Type Tables in Appendix A.

Press <F10> to save the record.

If more than one page is needed, type over the existing data and press <F10> to save the additions to the record (this will not delete the existing data).

Repeat until all document/document types are added and saved.

Go to Section 11.2.3 to establish/modify user program security. User program security indicates whether the user can access a program (screen). It is also used to establish inquiry, modify or delete capabilities for each program.

11.2.3 Add/Delete User Program Security

User program security indicates whether the user can access a program (screen). It is also used to establish inquiry, modify or delete capabilities for each program.

NOTE: Primary User Security (PCHL7600) must be established before program security can be added.

Access the User Program Security Maintenance screen (PCHL7700) by pressing <F7> from the Main Menu (PCHL0000) and <F7> from the Systems Management Menu (PCHL7000).

Enter the User ID of the user for which program security will be added/deleted, and press <ENTER> to retrieve the existing record (all active system screens are listed).

Enter the correct Security Indicator to the right of each screen listed (on the first page only).

X	No access allowed
I	Inquiry capabilities only
U	Add, modify, and inquiry capabilities allowed
D	Add, modify, inquiry, and delete capabilities allowed
Blank	No security established (enter one of the above)

NOTE: Entering a 'U' on Notepad (PCHL9100) will allow the user to add and modify their own entry. They cannot modify or add to another user's entry.

Press <F10> to save the page.

Press <F8> to access the next page. Enter the correct Security Indicator for each screen on this page, and press <F10> to save this page.

Repeat for each additional page.

11.2.4 Delete an Existing User

Access the Primary User Security screen (PCHL7600), by pressing <F7> from the Main Menu (PCHL0000) and <F5> from the Systems Management Menu (PCHL7000).

Enter the User ID of the user that you want to delete, and press <ENTER> to retrieve the record.

Press <F3> to delete the record, and press <F3> again to verify the deletion.

When the Primary User Security (PCHL7600) is deleted, the Secondary Security (PCHL7650) is automatically deleted.

11.2.5 Change a User's Security Record

Access the Primary User Security screen (PCHL7600), by pressing <F7> from the Main Menu (PCHL0000) and <F5> from the Systems Management Menu (PCHL7000).

Enter the User ID of the record you want to change, and press <ENTER> to retrieve the existing record.

Add/delete or change the necessary data (see data fields in Section 11.2.1 Add a New User). Press <F10> to save the changes. Press <F10> again to verify the changes

Press <F6> to access the Secondary User Security screen (PCHL7650).

Add/delete or change the necessary data (see data fields in Section 11.2.1 Add a New User) on the Secondary User Security screen (PCHL7650). Press <F10> to save this data, and press <F10> again to verify the changes.

11.2.6 Delete User Document Type Security

Access the Primary User Security screen (PCHL7600), by pressing <F7> from the Main Menu (PCHL0000) and <F5> from the Systems Management Menu (PCHL7000).

Enter the User ID of the user for which you want to delete document/document type security. Press <ENTER> to retrieve the existing record.

Press <F7> to access the Document Types by User Security screen (PCHL7651).

Locate the document/document type combination that needs to be deleted. Use <F8> Next Pg to locate, if necessary.

Enter an 'S' in the Selection column of the document/document type combination to be deleted.

Press <F3> to delete the document/document type combination, then press <F3> again to verify the deletion.

NOTE: If you want to delete more than one document/document type combination on a page, you can select all of the document types at one time before pressing <F3>. You cannot delete combinations from more than one page at a time.